

<b>Policy Title:</b>  <b>Legacy Program Policy</b>	<b>Applies to:</b>  Parks, Recreation & Cultural Services Department Legacy Program Applicants	<b>Reference #</b>
<b>Approved by:</b> Director, Parks, Recreation & Cultural Services	<b>Dates:</b> <b>Effective:</b> 01-April-2022 <b>Last Review:</b> 03-March-2022 <b>Next Review:</b> 01-March-2023	<b>Total # of Pages</b>  4
<b>Authority:</b> Policy 001-LEG		

### 1.0 Purpose

The City of Regina (the City) recognizes that citizens may wish to dedicate a bench with plaque or a tree in a municipal green space as a legacy. For this reason, the City of Regina has established the following policy.

### 2.0 Scope

The policy is to outline guidelines that allows for plaques, legacy benches and trees to be donated to the City of Regina. Plaques and new legacy benches will be maintained by the City for a 10-year term and a 3-year term for trees.

**Eligible items and locations:**

	City owned Golf Courses	Riverside Cemetery	Parks & Open Spaces
Blank Engravable Metal Plaque – Attached to an Existing Bench	✓	✓	✓
New Bench Installation - 4ft Bench with Engravable Metal Plaque	X	✓	X
New Bench Installation - 6ft Bench with Engravable Metal Plaque	✓	X	✓
Legacy Tree	✓	✓	✓

### 3.0 Definitions

- 3.1 City, means The City of Regina
- 3.2 Applicant, means the applicant to the Legacy Program
- 3.3 Legacy (plaques, benches and trees), recognition of an individual(s)

- 3.4 Donated, means the Applicant provides money to the City to purchase, own, install and maintain a bench or tree
- 3.5 Director, means the Director, Parks, Recreation & Cultural Services or their designate

#### 4.0 Policy

##### Requirements:

- 1) The City of Regina Administration reserves the right to assign legacy benches with plaques, legacy trees in open spaces (no plaque), legacy trees at the Riverside Cemetery with a plaque, or a plaque on an existing bench on a first come, first served basis to those submitting a complete application. The Director or designate shall determine the style of bench and plaque to be installed. Alternatively, the Director shall also provide a list of pre-approved trees to be planted. The following factors will be considered in approval of sites:
  - Current use of the area
  - Current density of benches in the area
  - Current density and tree types in the area including right tree size for right space consideration (overhead power lines, underground utilities)
  - Access for pedestrian and bicycle movement around the tree or bench
- 2) The City of Regina reserves the right to refuse any application that is for a publicly controversial individual; a controversial historical leader; or a fictional character. If circumstances arise that require a purchased item to be removed, the Director or designate will make every effort to contact the Applicant to advise them.
- 3) Plaque wording shall always be subject to approval by the Director or designate. Wording shall be in recognition of an individual(s). In general, wording will **not** be permitted if it:
  - In the opinion of the City of Regina does if it does not reflect the City's values or would bring disrepute to the City or would otherwise violate the City's Advertising Policy or any other applicable law or policy
  - Represents a trademarked brand, unless approved by the City of Regina's Naming Sponsorship and Advertising area (see the Advertising Policy for guidance on values and standards)
- 4) Tree planting or bench installation dates cannot be specified due to weather, supply, parks maintenance/construction and special event situations, installation may take up to 12 months. Trees available in the program may be planted in the spring or fall; the City has the final determination when scheduling a planting or bench installation time. Written confirmation will follow to the Applicant after the planting of tree/installation of bench has been completed.
- 5) It is the Applicants responsibility to provide up to date contact information as needed.
- 6) The City of Regina will only deal with the applicant or representatives authorized by the applicant (i.e. If the Applicant becomes deceased)

Location:

- 1) The City may approve legacy bench and tree application that fits into the functional and aesthetic purpose and design of the space for which they are intended, and which do not conflict with any other established agreements. The City reserves the right to decline any application or to recommend an alternate location.
- 2) Only donations meeting the design specifications of the City will be accepted. The Parks, Recreation & Cultural Services Department will coordinate and maintain this Program.

Specifications:

- 1) Bench models, tree types, and plaque designs will be determined by the City.
- 2) Applicants will submit specific text for a plaque that will be affixed to the bench that is subject to City Administrations approval.
- 3) Plaque on an existing bench – the Applicant can choose to place a legacy plaque on an existing bench at available locations. A list of available bench locations and costs will be provided to the Applicant through the application process.
- 4) Replacing an existing bench - the Applicant can choose to request an existing bench to be replaced with their legacy bench. A list of available bench locations and costs will be provided to the Applicant through the application process.
- 5) New bench – the Applicant can choose to donate a new bench and a plaque. A list of available locations and costs will be provided through the application process. If the desired bench location is not on the list, a review of a specific location is required and is subject to approval by City of Regina Administration.

Maintenance:

- 1) The upkeep and maintenance of the memorial bench, tree, and plaque is the responsibility of the City of Regina during the 10-year term. Once the 10-year term is complete, the plaque/bench will remain installed until the end of the bench life cycle or needs to be replaced due to damage/vandalism.
- 2) It is the responsibility of the Applicant to contact the City of Regina if they wish to have the plaque once the 10-year term is complete. The City will only hold onto the plaque for six months from the term end date.
- 3) Regular maintenance of benches will be provided by the City to the standard to keep the bench in a safe and useable condition for the 10-year term.
- 4) The bench or tree must not interfere with general maintenance and use of the golf course, cemetery, park or open space.
- 5) Legacy trees will be replaced if damaged or have died from disease, insects or various other reasons for up to three years following initial installation of the original tree. If the original tree died of a disease, the replacement tree may be of a different species. The replacement tree is not subject to the three years replacement.
- 6) The City is not responsible for replacement of plaques that have been damaged due to theft or vandalism
- 7) Donating a bench does not entitle the Applicant to any right to priority use of the bench.
- 8) After 10 years, the City holds the right to remove the bench if it becomes unsafe or unsightly.
- 9) An attempt will be made to notify the Applicant if circumstances arise that require the tree or bench to be relocated within the 10-year term for benches and three-year term for trees.
- 10) The City has the final determination to proceed with or without notification.

Costs:

- 1) The Applicant shall pay the fees outlined in the Legacy Application/Fee Schedule (Appendix A) for benches or trees, plaques, installation and maintenance. Note: The fees are on a cost recovery basis and are subject to change.
- 2) Due to concerns for risk management, maintaining quality and safety during bench installation or tree planting, substitution of other providers, volunteer work shall not be permitted.

**5.0 Roles & Responsibilities**

<b>Role</b>	<b>Responsibility</b>
Applicant	<ul style="list-style-type: none"> <li>• Complete application form</li> <li>• Take invoice and payment to City Hall Cashiers</li> <li>• Adhere to Legacy Donation Agreement</li> </ul>
Parks, Recreation & Cultural Services	<ul style="list-style-type: none"> <li>• Work with all other City department as necessary to administer this policy and supporting processes</li> <li>• Recommend approval of this policy and all future reviews &amp; updates</li> <li>• Review and update the Legacy Application/Fee Schedule and Legacy Agreement</li> </ul>

**6.0 Related Forms**

Application Form/Fee Schedule  
Legacy Agreement

**7.0 Reference Material**

Internal process documents

**8.0 Revision History**

<b>Date</b>	<b>Description of Change</b>	<b>(Re)-Approval Required (y/n)</b>
01-APR-2022	Initial Release	Yes

**9.0 Approval History**

<b>Date</b>	<b>Approval by</b>	<b>Approval Signature</b>
08-MAR-2022	Director, Parks, Recreation & Cultural Services	